



FAIR POLITICAL PRACTICES COMMISSION EXEMPT JOB OPPORTUNITY BULLETIN

POSITION: CEA – A
EXTERNAL AFFAIRS & EDUCATION CHIEF

DIVISION: EXTERNAL AFFAIRS & EDUCATION

SALARY: \$ \$6,913.00 - \$15,885.00 (*pay is commensurate with experience*)

FINAL FILING DATE: UNTIL FILLED

DUTIES AND RESPONSIBILITIES:

Management - Provides leadership, management and policy direction for the External Affairs and Education Division. Is responsible for planning, organizing, directing, reviewing, and managing the work and the staff of the External Affairs and Education Division.

Training - Develops and continually improves a comprehensive FPPC training program for regulated individuals, public officials and other stakeholders. Directs the preparation of all agency training materials. Monitors trends and initiatives within training disciplines, advises executive staff of these trends and incorporates best practices into the agency's training program. Implements innovative and cutting edge training practices, including user-friendly, interactive educational tools on the FPPC's website.

Communications – Oversees the formulation of strategies, approaches, communications and messaging on sensitive and complicated issues for use in media, legislative and stakeholder engagement activities. Assists in developing the agency's communications strategy. Provides policy and strategic direction for the FPPC's website and develops strategies and programs to ensure content is relevant, timely and interesting. Oversees the FPPC's media and press relations program.

External Affairs and Outreach - Manages the representation of the FPPC at industry and stakeholder conferences and meetings. Represents the FPPC to a wide variety of external audiences by attending and presenting at meetings, conferences and other public speaking engagements. Oversees the FPPC's external affairs program.

Legislation – Working closely with the Commission Chair, the Executive Director and the Director of Legislative and External Affairs, monitors proposed legislation that impacts the Political Reform Act and provides insight on legislative strategy.

Technical Advice – Provides oversight for the FPPC's phone advice line. Applies innovative thinking to ensure the FPPC is using best practices and consistently providing accurate advice on the agency's phone advice line.

How to Apply: Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for the position, please apply at <https://jobs.ca.gov> or forward a State application (STD. 678) and résumé to:

Fair Political Practices Commission
Attn: Pennie Conroy
1102 Q Street, Suite 3000
Sacramento, CA 95811

Contact: Pennie Conroy, (916) 327-8692

09/18/2017

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.